

# Job Exploration Workshop

## Day One

### Introduction



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The Transition Career Exploration Workshop is a product of the Maine Department of Labor. The ND Division of Vocational Rehabilitation has permission to add the ND DVR brand to all information.

#### Facilitator Notes:

**CEW WORKSHOP GOAL:** To assist new VR clients as they begin career and occupational exploration with the long-range intent of developing a tentative Individualized Employment Plan.

**Materials/Equipment:** Laptop computer & LCD Projector, current Power point presentation for Part One – Part Four on flash drive, Facilitator Notebook, Post-It Notes wall charts for each participant, magic markers, attendance sheet, participant loose-leaf folders, name cards for participants.

#### Facilitator Directions:

- Each facilitator should fill out a Name card prior to the beginning of the workshop.
- Facilitators should also check to determine that the laptop is on, correctly connected to the projector, LCD, etc. You should also verify that the PowerPoint presentation is accessible by the computer.....(probably on a flash drive or loaded onto the C drive of the laptop). Also, ensure that the PowerPoint presentation is the current version.
- As participants come in, determine that they have arrived for the right workshop and they should be directed to complete a Table Tent, using a magic marker. They can fill in their first name in large letters.
- Facilitators should take attendance as people arrive.
- Facilitators should pass out Participant Handbooks to all participants.
- When Activities are completed, these can be pulled and submitted for the participant to offer to their counselor when applying to VR or offered to the counselor if a current client of VR.
- It is expected that facilitators will adapt the language of the facilitator notes to the participants' needs.
- Have a facilitator capturing the statements of participants as they share with the group so that the information is not lost. These captured notes will later be offered to VR counselors/team members.



## Housekeeping Issues

- Bathrooms
- Cell Phone Etiquette during workshop
  - No texting or calling
  - Put on “vibrate” or turn off
- Discuss the schedule for the CEW
- Periodic breaks as needed

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**Facilitator Notes:**

**Estimated Time: 10 minutes**

### **Housekeeping Rules Activity**

#### **Materials Needed:**

**Flip Chart**

**Marker**

**Read and explain the information listed on the slide.**

**If necessary, participants will, as a group, brainstorm the rules that will be followed during this workshop. They will be recorded on a flip-chart, which should be posted on the wall in clear view of all participants.**



## Welcome/Introductions

One at a time, please share your name and why you are here.

***Words You Need to Know: Job & Career***

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### **Facilitator Notes:**

**Be sure participants have placed the cards in front of them so that everyone can see their names.**

## Ice-Breaker

Who has a pet at home?

Who already has their driver's license?

Who likes to hunt or fish?

Who recently saw a movie in the theater?

Who has a favorite summer activity?

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**Facilitator Notes:**

**Estimated Time: 15 minutes**

**Facilitator should introduce this as a “get-acquainted” activity.**

**Select a few questions to allow each participant in the group to speak. Follow up on any that prompt discussion.**

**ACTIVITY: Ice Breaker**

## Words You Need to Know!

- **Words You Need to Know About Jobs and Work!**
- There are certain words that we will expect you to learn about getting jobs and working.
- We will prompt you with these words and explain their meaning throughout the workshop.
- Keep the **handout** in front of you so you can refer to it when needed.

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### Facilitator Notes:

Go to the “Words You Need to Know” activity. Remind participants that they will be prompted when these important words come up in the workshop.

**Note:** All of these words were discussed thoroughly with Speaking Up for Us (SUFU). Each word was acknowledged and demonstrated to be understood by SUFU members.

Throughout the entire workshop, the “words you need to know” are important for all potential workers to understand, but facilitators will need to use their judgment to know when to reference any of the words. It is important that facilitators do not review the entire list at once as an exercise.

Facilitators may want to add “parking lot words” which participants offer that may need review later. (Parking lot words are words written on a large whiteboard/paper in front of the room.)

**ACTIVITY:** Glossary – Words to Know



## Group Confidentiality

- As a member of this group, we ask that you respect each other's privacy and keep what is said during the workshop confidential.
- We encourage you to share your experiences during the workshop, but we ask that you not discuss what is said by others outside the workshop.
- We cannot guarantee that everything that is shared within the workshop will stay in the room, so please share only what you are comfortable discussing.
- ***Word You Need to Know: Confidentiality***

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**Facilitator Notes:**

**Estimated Time: 15 minutes**

**Vocational Rehabilitation (VR) requires that you inform the participants of the information on this slide and stress the importance of following these guidelines. (This incorporates the professional ethical guidelines for working with groups.)**

**Answer any questions these guidelines might prompt.**

**Facilitators will need to guide the discussion around the meaning of "Confidentiality." Have participants assist in providing examples.**



## Our Expectations

We ask you to:

- **Attend** all sessions.
- **Be on time** for sessions.
- **Respectively participate with the group.**
- **Take turns speaking, and listen when others speak.**
- **Raise your hand.**
- **Use “I” statements** when expressing your opinion.
- **Behave** as you would at your work site.
- **Respect others** in the group and their opinions.
- **Have fun!**

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**Facilitator Notes:**

**Estimated Time: 10 minutes**

**At the end of this workshop, you will have a better idea of what work is and if you are prepared to take the next steps to get a job.**

**Go over the expectations list above, answering any questions participants might have.**

**Facilitators will need to assist the participants in staying focused throughout the sessions with reminders of “Our Expectations” periodically throughout the workshop.**

**Participants may need examples of using “I” statements.**

**ACTIVITY: Our Expectations**



# What Are Your Expectations?

What do you hope to learn in this workshop?

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**Facilitators Notes:**

**Estimated Time: 10 minutes**

**Materials Needed:**

**Markers**

**Flip Charts**

**Facilitators can write down whatever individuals contribute or quickly go around to each member of the group for input.**

**Write responses on a large sheet of paper, to be posted before the group, as a continuing reminder of what participants expect.**





## Parking Lot

- This is where we'll put questions that we don't have an answer for right now.
- Write your topic on a Post-It Note or speak to a staff person
- Stick the note on the chart titled “Parking Lot”
- We will make sure that all questions are answered at the end of each day


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**Facilitator Notes:**  
**Time: 5 minutes.**

**Estimated**

**Materials Needed: Post-It Notes**

- If not done already, you will need to hang a Post-It Note wall chart where it is visible to all.
- If participants have job-related issues that are not in the day's session, this is where a facilitator can ensure an issue is written down to be reviewed before the end of the workshop.
- This is done to encourage participants to bring up issues for discussion and resolution that may not be apparent during the sessions.
- These topics will be brought to the group for discussion as those topics arise within the workshop.



**Name:**  
**My dream job would be:**  
**My first job might be:**  
**My Strengths:**

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**Facilitator Notes:**

**Estimated Time: 25 minutes**

**Facilitators should model this activity for the group. Start with yourself to break the ice.**

**Introductions for The Name Game**

**Materials Needed:**

**Pens/pencils**

**Name cards**

**The object of this activity is to have participants introduce themselves. Offer them time to complete the exercise (using the form on this slide).**

**If participant is having difficulty responding, facilitator may suggest possible job matches. The intent of this questioning is to allow the participant to begin thinking about job interests, whether it be a rock star or a ticket taker, etc. There is no right or wrong answer; facilitator is to make no judgment.**

**ACTIVITY: Name/Dream Job**

**Soooo, What Do I Know About Me?**



**Let's begin to find out about ME!**

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**Facilitator Notes:**

**We will begin to learn a little bit more about ourselves to help us in our job search.**

## **“I Am Someone Who....”**

- Enjoys\_\_\_\_\_
- Hopes to\_\_\_\_\_
- Collects\_\_\_\_\_
- Believes in\_\_\_\_\_
- Likes to \_\_\_\_\_on weekends
- Knows how to\_\_\_\_\_
- Has a pet peeve, which is\_\_\_\_\_
- Thinks that \_\_\_\_\_is the most important thing in life!

- ***Word You Need to Know: Self-Esteem***

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**Facilitator Notes:**

**Estimated Time: 20 minutes**

**This is a “getting to know you” activity, the first self-awareness activity.**

**You need to address the issue of self-esteem as they begin these disclosure activities.**

**Read the statement “I am someone who” and have them one-by-one fill in the blank. Encourage participants to take turns sharing their answers aloud after everyone has completed the activity individually. Facilitator assistance may be needed.**

**ACTIVITY: “I Am Someone Who....”**

## **Keeping Track of Your Progress - Activity Sheets**

- **Activity sheets:**
  - Will be used to collect what you've learned about yourself and future jobs.
- **After each activity:**
  - Place the activity page in your Folder.

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**Facilitator Notes:**

**Estimated Time: 5 minutes**

**Materials Needed: Manila folders or loose leaf binders.**

**Explain that they will be doing activities throughout the workshop; we ask that each time they complete one, they place it in their folders.**

# **Job Exploration Workshop**

**Great Job!**  
**End of Day One**

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